

NEW REPORT IN UCAPERS

EAS Accumulator For Extra Duty Report - With the advent of EASIV several changes have occurred in UCAPERS. One feature is a new report; the **EAS Accumulator For Extra Duty**. The EAS Accumulator For Extra Duty calculates a salary for extra duty personnel and reports this salary to the EASIV system. Without this information the EASIV system will generate an error. The salary will be calculated for extra duty available hours only.

NOTE: Please be aware that this “Extra Duty” change does not incorporate the “ED” exception code. Here is a listing of the codes that are effected (Please note the change for DIS):

AOD - EBAA
NCOD - EBAA
FOD - EBAA
CBC - EBAA
DIS - EBBA
CQ-M - EBAA
CQ-D - EBAN

It is important that the Extra Duty Exception Code Table be mapped to the correct APC for extra duty. Mapping the APC to a non-extra duty APC will result in the hours being placed in the assigned work center.

NOTE: The EAS Accumulator For Extra Duty Report only shows personnel that have performed an extra duty, i.e. AOD, CQ-M, etc. It does not show personnel assigned to the command code (EBA). This report can be compared to the EAS Accumulator file to extract the assigned personnel vs. the personnel that have performed extra duty.

CONTRACTED SERVICES

In the past, contractors entered through the Contract Services Screen (#5) did not appear on the UCAPERS EASIV Data Audit Report; therefore, they were excluded from EASIV personnel processing. With the new change in UCAPERS, these personnel will now appear on the UCAPERS EASIV Data Audit Report and also on the EASIV Detail Audit Report. Clinician contract personnel will require an ID code. Non-clinician contract personnel will appear without an ID code. Nursing contract personnel must be entered through the Master Personnel File in order to correctly reflect WMSN staffing requirements .

NOTE: Any adjustments made to contractor hours should be modified in screen 22, EAS USM Transactions. Adjustments to manhours or expense data made *after* the expense distribution has run will be reflected on UCAPERS and EASIV reports after EAS/SAS Processing has occurred.

91W CONVERSION

Beginning Oct 1, 2001, 91B and 91C personnel will be converted to the new 91W MOS. This conversion will be automated and should require minimal input from the users. ***DO NOT RUN OCTOBER EXPENSE UNTIL THESE MODIFICATIONS HAVE BEEN MADE TO YOUR UCAPERS SYSTEM.*** When your site is ready to run the October expense cycle for UCAPERS please call the help desk and they will install the updates.

SMA/SCA CHANGES

Non-available salary is now calculated for SMA and SCA personnel and sent to EASIV from UCAPERS. In the past, UCAPERS calculated the non-available hours but did not calculate non-available salary. This causes an error in EAS IV, “non-available hours without corresponding non-available salary”.

If the student is **part time** no schedule hours should be assigned to the student APC. Hours for part time personnel should be assigned to the primary APC and UCAPERS will calculate the split (70/30) automatically.

OGP Personnel

Civilian personnel not elsewhere classified that are working through specific government programs such as the Civilian Education and Training Act (CETA), Non-Appropriated Funds (NAF) programs, Memorandum of Understanding/Agreement with civilian medical schools, Foreign national employees paid by the Host government, etc. These individuals will be reflected with SUEE 41FR. If salary information is available, then it can be entered through the UCAPERS EAS Accumulator.